



MARGARET HERRICK LIBRARY  
Academy of Motion Picture Arts and Sciences

## EXHIBITION LOAN POLICY

### I. General Overview

The Academy of Motion Picture Arts and Sciences' Margaret Herrick Library has extensive collections documenting the history of the motion picture industry. With approval from the Library's Loans Committee, some items may be made available for inclusion in exhibitions to recognized cultural institutions, provided they have established exhibition programs and a professional staff qualified to handle the items requested. Items are never loaned to individuals.

Loans of original items from the Library's collections are limited to exhibition periods of three to six months. Traveling exhibitions will be considered, but the Library reserves the right to limit the loan to the original venue, or to stipulate that certain items in an exhibition cannot travel to multiple venues.

Loan fees will be paid entirely by the borrower, including administrative, conservation, preparation, shipping, and courier costs. The Library requires that all original items be framed or housed in an appropriate enclosure, display case, or cradle, with preparations performed by the Library prior to shipping. The Library will determine whether original items must be accompanied by an Academy courier.

Digital files or reproduction prints may also be available for exhibition loans. When reproductions are printed by the borrower, the Library requests that the borrower use professional-grade printing. When reproductions are printed by the Library, the borrower is responsible for all printing and shipping costs.

### II. Loan Requests

Loan inquiries and requests may be submitted via the [Exhibition Loan Inquiry Form](#). Loan requests for original items must be submitted at least one year before the exhibition date, along with a copy of the institution's current Facility Report.

The Library Loans Committee's decision to loan items is based on the following criteria:

- The condition of the requested items as determined by the Library's conservation staff
- The nature, length, and educational value of the exhibition
- The anticipated need of the items for the Academy's own research or exhibition purposes



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### **III. Research and Selection**

#### ***Exploring the collections online***

The [Academy Collection](#) database provides online access to the Academy's holdings, including the Margaret Herrick Library's collections as well as the Academy Film Archive's moving image collections. Selected items have been digitized from the Library's Core Collection (including clippings, press books, and lobby cards), Graphic Arts (including posters and production art), and Special Collections (including manuscripts and photographic materials\*).

\* Original photographic prints are not generally loaned; digital scans or reproduction prints are encouraged.

After signing up for an account, you can create lists of items (up to 50 items per list). Please use lists to communicate with the Library, as this enables staff to evaluate and efficiently process your request.

Margaret Herrick Library's [Digital Collections](#) provides online access to selected [periodicals, books, and pamphlets](#) as well as [studio publications](#) and [casting directories](#).

For assistance using any of these resources, inquiries should be directed to [ref@oscars.org](mailto:ref@oscars.org).

#### ***Exploring the collections in person***

The [Academy Collection](#) database allows researchers to submit a list of selected items to be viewed during a visit to the Library. From your list in "My pages," please click "More actions" and select "Add items to cart (Request access)" then click on the shopping cart icon at the top of the page to submit your request. Next, go to [oscars.libcal.com](https://oscars.libcal.com) to schedule your visit.

Those who are unable to visit the Library to conduct research may obtain assistance from the Library's Research and Duplication Services, a fee-based service handled via email at [libraryrds@oscars.org](mailto:libraryrds@oscars.org) or by regular mail.

#### ***Requesting three-dimensional objects and film clips***

Three-dimensional objects are generally housed in the collections of the Academy Museum of Motion Pictures. Inquiries should be directed to [registrar@oscars.org](mailto:registrar@oscars.org).

Moving image materials and sound recordings are housed at the Academy Film Archive. Inquiries should be directed to [filmarchive@oscars.org](mailto:filmarchive@oscars.org).



#### **IV. Loan Fees**

If a loan request is approved, the Library will provide the borrower with a loan agreement. At that time, the borrower will agree to the following fees and charges:

##### ***Administrative Fees***

- \$150 per original item
  - *Loan requests for original items received less than one year before the exhibition date are considered but subject to an additional fee of \$250 per item loaned.*
- \$40 per 300ppi digital file / \$80 per 600ppi digital file

##### ***Conservation Fees***

The borrower will be charged for any conservation procedures that may be necessary in order to prepare an item for loan, or for photographing an item for conservation purposes. Estimates of these additional fees will be disclosed to the borrower before a loan agreement is signed.

##### ***Preparation Fees***

The borrower will be charged all costs necessary to make the items ready for exhibition, including matting and framing, as well as the manufacture of special boxes and display cradles as needed. All preparations for exhibition will be performed prior to shipping, by or under the direction of the Library staff and to its specifications.

##### ***Courier Fees***

The Academy reserves the right to determine when a Library staff member is required as a courier to accompany original items. The borrower will pay all of the courier's travel costs, including airfare, accommodations, ground transportation, and cash per diem, with a minimum of 2 nights/3 days for domestic travel, a minimum of 4 nights/5 days for travel to Europe and Latin America, and a minimum of 5 nights/6 days for other international travel.

##### ***Shipping Fees***

The borrower will assume all responsibility for the cost of shipping, including packing and crating, freight costs, customs charges, and broker fees. All preparations for shipment will be performed by or under the direction of the Library staff and to its specifications.

##### ***Change Fees***

If any additions, substitutions, or cancellations are made after a loan agreement has been signed, the borrower will be responsible for all costs incurred for conservation and preparation.



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## **V. Insurance**

Once the loan agreement is signed, the borrower must provide written proof of insurance covering the Library's items during the duration of the loan period. Borrowers may be required to pay the costs of appraising items for insurance purposes.

## **VI. Credits and Permissions**

The borrower will provide full credit to the Library and the Academy in all text related to the exhibition, including labels, catalogs, press releases, publicity, and announcements. The exact wording to be used will be included in the loan agreement.

Please note that additional permissions from third parties may be required. The borrower assumes responsibility for obtaining all necessary permissions from copyright holders before publishing photographs or reproductions of any items borrowed from the Library.

When an exhibition catalog or pamphlet is published, the borrower will provide two printed copies or a PDF file of the publication to the Library.